



## United States Bankruptcy Court Central District of California

### VOLUNTEER INTERPRETER OPPORTUNITY

#### Overview

The Court is seeking qualified applicants for an English/Spanish Court Interpreter Volunteer in the Central District of California. A court interpreter will be responsible for interpreting communications and creating translated documents for litigants who primarily speak a language other than English, or who do not have sufficient command of the English language to understand and communicate with the court. Although this is a valuable learning opportunity, especially for paralegal students and students enrolled in interpreter training, there is no salary offered for the interpreter volunteer selected. Hours are estimated to be approximately 5-10 hours a week but may vary, depending on need, and will be coordinated with your immediate supervisor.

#### Responsibilities

Selected candidate(s) will work with current staff to assist the Court and its communications, with the candidate's:

- Ability to fluently speak, understand, read, and write English and Spanish.
- Advanced knowledge of idioms, slang, and regionalisms in both languages (English/Spanish).
- Knowledge of advanced grammar and usage in both languages, including the ability to interpret clearly, fully, and accurately in both languages (English/Spanish).
- Knowledge of federal and state court legal terminology and concepts in English and Spanish.
- Ability to access and use reference materials as well as to develop and maintain personal professional glossaries.
- Input for the design of brochures, pamphlets, posters, signs, flyers, fillable forms, banners, newsletters, reports, and other illustrative graphics and related materials.
- Input with respect to updating Court websites and implementing new designs using various techniques.

## Qualifications

The candidate(s) must be organized, resourceful, and self-motivated.

Additional competencies/traits:

- Ability to thrive, adapt, and succeed in a fast-paced environment
- Strong analytical and problem-solving skills
- Excellent written and verbal skills
- Strong Microsoft Office skills
- Specialized experience: Experience that has provided the interpreter with the knowledge, skills and abilities, to accurately and idiomatically render a message from the source language into the receptor language without any additions, omissions or other misleading factors that in any way alter the intended meaning of the message from the source language speaker in a legal environment.

## Contact

To be considered for this volunteer opportunity, please send an email to Michele Moore in Human Resources at [michele\\_moore@cacb.uscourts.gov](mailto:michele_moore@cacb.uscourts.gov) expressing your interest by April 11, 2022.